

**FY 2004
GRANT REQUEST FOR PROPOSALS (RFP)
INSTRUCTIONS**

**USDA Forest Service
Region 3**
Apache-Sitgreaves

State of Arizona
Request for Proposals

SUBMISSION DEADLINE

Due to Forest Supervisor
Close of Business
July 19, 2004

INTENT OF RURAL COMMUNITY ASSISTANCE (NATIONAL FIRE PLAN – ECONOMIC ACTION GRANT)

The intent of the RFP is to grant funds for expanding utilization of small diameter materials removed from forest restoration projects for conversion to marketable products such as energy or value added manufacturing.

LEGISLATIVE AUTHORITY

The Rural Community Assistance program and other Economic Recovery Programs are primarily authorized through the National-Forest Dependent Rural Communities Economic Diversification Act of 1990, sec. 2371 Subtitle G, Chapter 2, Title XXIII, Public Law 101-624, 7 U.S.C. 6611, as amended. The Catalog of Federal Domestic Assistance number is CFDA 10.672 available at <http://www.cfda.gov/>

ELIGIBLE APPLICANTS

Applicants eligible for funding are as follows:

Rural communities (i.e., municipality, town, township, or other similar unit of general purpose local government), with a total population of 10,000 or less.

Non-profit corporation or institution organized under State or Federal law that is representing a community with population of 10,000 or less; and/or an area *not* designated as a Metropolitan Statistical Area (having a population of 50,000 or greater).

County, special district, and/or other local unit of government that is *not* contained within a Metropolitan Statistical Area (i.e., does not have urbanized area of 50,000 or more persons).

Tribal Government (i.e., Tribal council or local tribal district)

Private businesses and individuals with proven record of operations with biomass treatments and/or energy development, or wood-based manufacturing.

The eligible applicant area must also be:

Located within 50 miles of the Apache-Sitgreaves National Forest.

NOTE: If an applicant has a grant from the Forest Service and they have not satisfied the requirements of that grant (i.e. are not in compliance with the grant terms) the applicant will not be eligible for this grant.

ELIGIBLE ACTIVITIES

Funds can be used for expanding utilization of small diameter materials removed from Forest Restoration projects. Communities within Navajo and Apache Counties in Arizona are encouraged to develop plans to facilitate this award to applicants.

Applicants awarded grants are encouraged to complete plan and/or project activities within one year, however, extensions may be granted pending extenuating circumstances and upon written requests.

Grants up to \$100,000 are available but awards of lesser amounts will also be considered to provide the best use of biomass from the Apache-Sitgreaves National Forest and surrounding forested lands which present high fire risks to communities. A total of \$100,000 will be awarded.

Proposals must result in economic use of small diameter and underutilized forest products that are a result of hazardous fuel reductions. Funds may be used for utilization of woody biomass removed during fuels reduction activities to purchase wood processing equipment to demonstrate economic use of underutilized materials. Examples include biomass to energy applications or support equipment other than construction of real property. Significant technical assistance may be available to communities to assist in development and implementation of such projects.

Funds can be used to design or purchase wood processing equipment for demonstration and potential for broad applications of biomass energy use and value added manufacturing.

FUNDING GUIDELINES

For each proposal, the federal contribution cannot exceed 80% of the total cost and at least 20% of the total costs must come from non-federal sources and may be in the form of cash and/or in-kind contributions. Priority for funding is given to those proposals that have a higher match.

Federal grant funds used for equipment and supplies are subject to the Code of Federal Regulations governing the use, management, and disposition of equipment and supplies. In general, property shall be used by the grantee or sub-grantee for the intended program or project for which the equipment or supplies were acquired. Appropriate property records must be maintained and items with a current per-unit fair market value or residual inventory value of \$5,000 or more are subject to shared ownership with the awarding federal agency. (7 CFR 3016.32, 3016.33, 3019.34, and 3019.35).

Grant funds MAY NOT be used for the following:

- Industrial business recruitment from one community to another
- Payment of interest on existing loans, or interest rate buy down
- NEPA (EA or EIS) analysis for projects on National Forest System lands
- Projects implemented on National Forest System lands
- Projects that may result in development of taxing authorities, expansion of city limits, condemnation of private property by local government, or similar projects
- Narrowly focused projects with limited public benefit. Included are projects for private membership clubs
- Renovations specifically to meet local codes or legal requirements
- Renovations to public buildings, such as court houses and city offices
- Operations and Maintenance Costs. Examples include general on-going organizational operations or salary expenses, recurring maintenance, security systems, appliances, furniture, or inventory such as art or museum pieces
- Overhead or other costs that are not directly related to the proposed project, except that required by prior negotiated formal agreement.

APPLICABLE COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS

Federal grant funds are awarded under the provisions of applicable OMB administrative, cost, and audit circulars. These include OMB Circular A-122, Cost Principles for Nonprofit Organizations; OMB Circular A-21, Cost Principles for Educational Institutions; OMB Circular A-87, Cost Principles for State, Local and Indian Tribal Governments; and OMB Circular A-133, Audits of States, Local Governments, and Non-profit Organizations. Applicants receiving federal grants shall administer grant funds in accordance with the applicable OMB circulars. Applicants are encouraged to access and review the appropriate OMB circulars prior to requesting federal grant funds. Copies of the OMB circulars may be obtained on-line at <http://www.whitehouse.gov/omb/circulars/index.html>.

EVALUATION CRITERIA

Evaluation criteria for the proposals are:

- ❑ The volume of small diameter wood that will be used from Forest Restoration Projects and the degree to which the grant would eliminate or reduce federal subsidy of hazardous forest fuels removal near communities in the White Mountains of Arizona.
- ❑ The degree to which the project proposal shows a broad community benefit that results in a community's having a greater ability to improve itself economically, socially, or environmentally. Or the degree to which the project shows potential for economic development that results in long-term economic and environmental sustainability. Innovative projects that both help build sustainable economies and complement the management and conservation of natural resources will receive priority consideration for funding. A demonstrated level of citizen involvement, community support, and partnerships as well as local Forest Service involvement in the project development will give higher priority for funding
- ❑ Are the project outcomes concise, well defined and measurable? Project goals and objectives need to be reasonable and achievable.
- ❑ Is the work plan clear and thorough and indicates the ability to complete the project? Listed tasks, time frames, and responsible parties should be realistic and appropriate. Potential obstacles should be addressed. The work plan also needs to include adequate opportunities for public involvement.
- ❑ Monitoring effort should show ability to monitor the project's progress and to make needed changes. The proposal should present a clear understanding of how success is to be measured in meeting stated goals and objectives.

SUBMISSION GUIDELINES AND DEADLINES

Content, Format and Requirements

Please read **the entire packet** before preparing your proposal. Be sure that all relevant information is in the body of your proposal, not in cover letters or letters of support.

	<u>Page</u>
<input type="checkbox"/> Budget and Budget Justification (1 pages maximum)	1
<input type="checkbox"/> Detailed Project Narrative (limit to 5 pages excluding appendices)	2-6
Project Title	
Goals and Objectives (describe the proposal)	
Work Plan, Products or Outcomes:	
<input type="checkbox"/> Describe course of action to accomplish goal	
<input type="checkbox"/> Describe how actions are consistent with program guidelines and direction for use of funds	
<input type="checkbox"/> Timetable	
Response to evaluation criteria	
Evaluation and monitoring:	
<input type="checkbox"/> Describe how progress and successful achievement of the objectives will be measured	
<input type="checkbox"/> Project History and/or Proponent Qualifications and Experience	
<input type="checkbox"/> Appendices	
Key Personnel Qualifications:	
<input type="checkbox"/> Qualifications of all key personnel or organizations involved in accomplishing the objectives (limit to 2 pages)	
Letters of Support (unlimited in number but limit to 1 page each)	

Additional Requirements

- ☐ Proposals should be letter-sized, typed, printed on one side only, and stapled once in the upper left hand corner. The format is such that answers should be made in the space provided. Only 12 pt font is acceptable.
- ☐ Four (4) copies of the proposal need to be submitted to the Forest Supervisor.
- ☐ Please do not use special covers or binders, or submit general letters of support or lengthy attachments. Pertinent letters of support from community leaders may be included as attachments to the proposal.
- ☐ FAX transmitted proposals or electronic submittals will not be accepted.

Packets can be picked up at the Apache-Sitgreaves Supervisors Office or if requested, a packet can be mailed. An applicant should submit proposals to the Apache-Sitgreaves Forest Supervisor no later than **close of business on Monday, July 19, 2004.**

FUNDING NOTIFICATION AND GRANT AWARD

Applicants selected for funding will be notified within 5 days of the submission deadline. This initial notification should not be construed as an official grant award. The awarding agency is responsible for follow-up with the appropriate documentation to award the grant. Applicants should consult with the awarding agency before incurring any expenses, as pre-award costs are not usually allowed.

CONTACTS:

For further information or assistance in completing your grant proposal, please contact the appropriate Forest Rural Community Assistance Coordinator listed below:

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